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| John Doe |
| SummaryDetail-oriented recent graduate with a strong foundation in finance and accounting principles. Eager to leverage analytical skills and attention to detail in a Reconciliation Specialist role.Work Experience**Accounting Intern Jun 2022 – Aug 2022**XYZ Corp Anytown, CA* Assisted in reconciling monthly bank statements, ensuring 100% accuracy.
* Supported the finance team in data entry and financial reporting tasks.

**Finance Assistant Jan 2022 – May 2022**ABC Finance Anytown, CA* Conducted preliminary checks on financial transactions to ensure data integrity.
* Collaborated with senior accountants to streamline reconciliation processes.

EducationBachelor of Science: Finance Jan 2022*State University**Anytown, CA* | Contact(123) 456-7890john.doe@example.comAnytown, CA 12345SkillsData AnalysisAttention to DetailExcelProblem SolvingCommunicationTime ManagementTeam CollaborationAccounting Principles |